

Safe work method statement

To improve the effectiveness of SWMS employees should follow the TAKE 2 process to assess and manage risk.

Job Task Summary: Handling of animals in marine pollution emergency (excluding aviation tasks – refer to relevant aviation task profile)
Applicable to the following worker type: employee, contractor, volunteer
SWMS completed by: Emergency Management Unit
Site: Preparedness activities, emergency operation centres (EOC's), temporary work sites
Date: 31 January 2018
PPE required: (mandatory) – Eye protection, gloves, Safety footwear, Hi visibility vest, Other – specific to task and conditions, e.g. hat, sunscreen, life jacket, overalls

WHS RISK MATRIX							HIERARCHY OF CONTROLS		
		Likelihood							
		E. Rare	D. Unlikely	C. Possible	B. Likely	A. Almost Certain			
Consequence	5. Extreme	Medium	High	High	Very High	Very High	<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Level of health and safety protection</div> <div style="text-align: center;"> <p>HIGHEST</p> <p>Level 1 Eliminate the hazards</p> <p>Level 2 Substitute the hazard with something safer Isolate the hazard from people Reduce the risks through engineering controls</p> <p>Level 3 Reduce exposure to the hazard using administrative actions Use personal protective equipment</p> <p>LOWEST</p> </div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Reliability of control measures</div> </div>		
	4. Major	Low	Medium	High	High	Very High			
	3. Moderate	Low	Medium	Medium	High	High			
	2. Minor	Low	Low	Medium	Medium	Medium			
	1. Insignificant	Low	Low	Low	Low	Medium			

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
Assess the task & site for safety issues	<ul style="list-style-type: none"> • Manual handling <ul style="list-style-type: none"> ○ Strains & sprains ○ Slips/Trips/Falls • Equipment impact injuries – crush injuries • Oil/chemical spill – hazardous chemical • Hypothermia • Sunburn • Wave impact / tidal movement • Water causing seasickness, drowning • Surface type eg rock platforms, muddy ground, oil spill • Isolation / remoteness • Animal hazards <ul style="list-style-type: none"> ○ Bites, cuts, abrasions & scratches ○ Tail strike, kicking, charging ○ Crushed, trodden on, collisions • Disease vectors – known & unknown • Insect bites 	M	<ul style="list-style-type: none"> • Determine safe approach to the animal and take care to avoid obstacles/oil/chemical • Plan for crews undertaking rescue in advance and task experienced personnel involved in the handling of animals. Identify potential hazards and take steps to minimise injury. • Ensure personnel are appropriately qualified, experienced or licensed to handle and/or transport animals • Ensure personnel have appropriate PPE for hazard (eg refer to oil/chemical SDS) and environment e.g. life jackets, reflective clothing, water proof clothing, hats, non-slip footwear, eye protection, gloves. • Provide appropriate equipment and vehicles including lifting equipment. • Ensure personnel have appropriate and tested communication devices prior to departure to site • Medi-vac plan including access to First Aid Officer and kits • Provision of areas/facilities for meal/fluid breaks where appropriate • No person is permitted to enter oily water or access muddy ground or non-solid surfaces to rescue animals unless a risk assessment has been undertaken and potential hazards identified and satisfactorily addressed. 	Supervisor Crew/Team Leader	L
Handling the animal <ul style="list-style-type: none"> • Rescue • Capture • Treatment • Cleaning & drying • Rehabilitation • Release 	<ul style="list-style-type: none"> • Animal – number, type, size and age • Animal hazards <ul style="list-style-type: none"> ○ Bites, cuts, abrasions & scratches ○ Tail strike, kicking, charging ○ Crushed, trodden on, collisions • Manual handling <ul style="list-style-type: none"> ○ Strains & sprains ○ Slips/Trips/Falls • Oil/chemical spill – hazardous chemical • Location – see above • Disease vectors – known & unknown • Isolation / remoteness • Equipment injuries • Dehydration • Fatigue 	M	<ul style="list-style-type: none"> • Ensure crews are trained in animal handling. • Rescues/captures to be undertaken by crews of two to four people working in assigned areas. Rotate tasks amongst the team to reduce likelihood of fatigue. • Plan/brief crews undertaking animal handling tasks (eg rescue, cleaning) in advance and task personnel involved. Identify potential hazards and take steps to minimise injury. • Plan entrance/exit from facilities, transport vehicles and areas of operation to minimise trip and slip risks • Ensure animals are placed in secure, appropriate containers. • Employ suitable lifting techniques to avoid overstraining. • If working on/around water, work with a partner, wear a life jacket, be aware of sea conditions and wear non-slip footwear/wet suits or rash vests. Refer to Boating operations and Working on and around water SWMS. • Wear appropriate Personal Protective Equipment (PPE) – eg gloves, enclosed, non-slip footwear, waterproof coveralls, long sleeved shirts, trousers, eye protection, hats etc • Take regular rest and meal/drink breaks • Ensure crews have current Tetanus vaccination • If other vehicles are to be used, eg side by side ATV/UTV, quad 	Crew/Team Leader Workers	M

PROCEDURAL STEPS	POSSIBLE HAZARD(S)	R1	SAFETY CONTROL(S)	PERSON RESPONSIBLE	R2
			<p>bikes, operators must be suitably qualified and licensed. Refer to the relevant SWMS.</p> <ul style="list-style-type: none"> • Wear sunscreen and insect repellent • Assess release location and choose a safe path to the release point • Apply strict food handling/hygiene procedures 		
Transport of animals	<ul style="list-style-type: none"> • Manual handling <ul style="list-style-type: none"> ○ Strains & sprains ○ Slips/Trips/Falls • Bites, cuts, abrasions & scratches • Oil/chemical spill – hazardous chemical • Vehicle accident injuries • Vehicle failure 	M	<ul style="list-style-type: none"> • Notify the Transport Sector Commander prior to utilising any vehicle for approval. • Ensure crews are trained in animal handling. • Ensure animals are in suitable secured containers. • Carry or drive animals to the treatment facility, depending on distance from capture site. • Drivers must be licensed and ensure vehicle is parked in a safe location away from other traffic during operations. • Drive to conditions and observe road rules. Refer to Driving vehicles SWMS. • Plan/discuss how crews will undertake the transporting of the animals to minimise injuries to animals and people. • Ensure animals are not packed too tightly in vehicles and ensure adequate ventilation is provided especially for heavily oil contaminated animals. • Employ suitable lifting techniques to avoid overstraining. • Wear appropriate PPE – see above • Take regular rest and meal/drink breaks • Wear sunscreen and insect repellent • Ensure crews have current Tetanus vaccination • Pay attention to speed to avoid possibility of disturbance to animals 	Crew/Team Leader Workers	L
Housing of animals in appropriate enclosure	<ul style="list-style-type: none"> • Animal hazards <ul style="list-style-type: none"> ○ Bites, cuts, abrasions & scratches ○ Tail strike, kicking, charging ○ Crushed, trodden on, collisions • Manual handling <ul style="list-style-type: none"> ○ Strains & sprains ○ Slips/Trips/Falls • Bites, cuts, abrasions & scratches • Oil/chemical spill – hazardous chemical • Equipment injuries 	M	<ul style="list-style-type: none"> • Plan/discuss with relevant crews the hazards and take steps to minimise injury. • Ensure crews are trained in animal handling. • Employ suitable lifting techniques to avoid overstraining. • Provide personnel experienced in the use of equipment or provide training and supervision • Wear appropriate PPE • Ensure crew members have current Tetanus vaccination • Take regular rest and meal/drink breaks • Wear sunscreen and insect repellent • Ensure adequate ventilation in the animal houses 	Crew/Team Leader Workers	L

OTHER JOB REQUIREMENTS		
List staff skills/competencies and licences required for safe job performance: <ul style="list-style-type: none"> • Manual handling techniques • Animal handling techniques 		
List items of plant/equipment/tools required: <ul style="list-style-type: none"> • First Aid kit • Communications equipment • PPE 		
Relevant codes of practice, legislation standards or critical risk controls that may be applicable: <ul style="list-style-type: none"> • Commonwealth Environment Protection and Biodiversity Act 1999 • NPWS Marine Wildlife Management Manual • NSW National Parks and Wildlife (Fauna Protection) Regulation 1994 • NSW National Parks and Wildlife Act 1974 • The Prevention of Cruelty to Animals Act 1979 • The Veterinary Surgeons Act 1986 • Threatened Species Conservation Act 1995 		
Maintenance checks, site/workplace inspections required: <ul style="list-style-type: none"> • According to procedural steps • PPE – according manufacturer's instructions • Communications equipment 		
Additional approvals, certificates, WorkCover approvals/permits required e.g. confined spaces, working at heights, hot works etc: Nil		
Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>		
APPROVAL (Officer, Manager, Supervisor i.e. person responsible for ensuring compliance with SWMS)		
Name: State Emergency Coordinator	Signature: <i>S Oliver</i>	Date: 1 February 2018

I have read and understood this safe work method statement (attach a separate sheet if required)

NAME	SIGNATURE	DATE